

## AMS/FAST CHANGE REQUEST (CR) COVERSHEET

**Change Request Number:** 23-10

**Date Received:** December 2, 2022

**Title:** Property Administration Designation/Delegation Memos (Templates)

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**Initiator Name:** Stacie Huelsbeck

**Initiator Organization Name / Routing Code:** Procurement Policy Branch, AAP-110

**Initiator Phone:** 404-305-5807

**ASAG Member Name:** Monica Rheinhardt

**ASAG Member Phone:** 202-267-1441

**Policy and Guidance:** (Please check only one box)

- |   |  |
|---|--|
| <input type="checkbox"/> Policy                           | <input type="checkbox"/> Procurement Tools and Resources     |
| <input type="checkbox"/> Guidance                         | <input type="checkbox"/> Real Property Templates and Samples |
| <input type="checkbox"/> Procurement Samples              | <input type="checkbox"/> Procurement Clauses                 |
| <input checked="" type="checkbox"/> Procurement Templates | <input type="checkbox"/> Real Property Clauses               |
| <input type="checkbox"/> Procurement Forms                | <input type="checkbox"/> Other Tools and Resources           |
| <input type="checkbox"/> Procurement Checklists           |  |

**Summary of Change:**

The change consists of removing and replacing 2 templates relating to Property Administration Designation and Delegation.

**Reason for Change:**

The change captures administrative edits to the Property Administration Designation and Delegation letters/memo.

**Development, Review, and Concurrence:** AJM-411/AAP-110

**Target Audience:** Acquisition workforce.

**Briefing Planned:** No.

**ASAG Responsibilities:** None.

**Section / Text Location:**

On [https://fast.faa.gov/PPG\\_Procurement\\_Templates.cfm](https://fast.faa.gov/PPG_Procurement_Templates.cfm), under Contract Administration, remove the Property Administration Designation Letter and Property Administrator Delegation Memo and replace with the attached.

**The redline version must be a comparison with the current published FAST version.**

☒ I confirm I used the latest published version to create this change / redline

or

☐ This is new content

**Links:** [https://fast.faa.gov/PPG\\_Procurement\\_Templates.cfm](https://fast.faa.gov/PPG_Procurement_Templates.cfm)

**Attachments:**

propertydelegationmemo.docx

propertydesignationmemo.docx

**REDLINES:**

propertydelegationmemo-20221024-redline.docx

propertydesignationmemo-20221024-redline.docx

**Other Files:** N/A.